



TIME & ATTENDANCE CLERKS

Hulamin is looking for a suitably qualified and experienced Time and Attendance Clerks to join the Payroll department. This position is based in Camps Drift (Pietermaritzburg).

The successful candidate will be required to:

- Generate and maintain employee data on the Kronos system.
- Run various management reports from the HR and Kronos systems.
- Co-ordinate overtime and shift planning in conjunction with the areas to which assigned.
- Capture employee approved leave requests into the leave & Kronos systems.
- Provide employees with leave reports on request.
- Print time sheets for staff and artisans.
- Adhoc payroll capture.

The successful candidate will have the:

- Ability to effectively engage and work with teams across all levels in the business.
- Be self-motivated and driven to achieve results, ensuring all necessary controls and HR policies are being adhered to.
- Pay attention to detail.
- Be fully accountable and responsible to take ownership of key outcomes that fall within the scope of this position.

The following selection criteria are required:

- Matric as minimum qualification.
- A tertiary qualification will be beneficial.
- Previous experience managing time & attendance data in the Kronos system will be an advantage.
- Must be computer literate, and fully competent in the use of all Microsoft office applications (Word, Excel & PowerPoint).

Interested applicants are encouraged to apply for this exciting opportunity by emailing their CV to HRRecruitment3@hulamin.co.za

Candidates who do not receive any correspondence within 1 month after the closing date may assume that their applications were unsuccessful and are hereby thanked for applying.

Closing date: Wednesday, 01 May 2024